

## **Xia Holding Corporation**

*Michelle's Coffee Shop*

**P.O. Box 9203 Tamuning, Guam 96931**

**Tel: (671)734-7722 (671) 653-6888**

### **EMPLOYEE**

- ALL EMPLOYEES MUST WEAR FACE MASK PRIOR TO ENTERING ESTABLISHMENT UNDER NO CIRCUMSTANCES
- ALL EMPLOYEE MUST BE TEMPERATURE CHECK BY MANAGER NOT TO EXCEED 99 DEGREE FAREHEIGHT
- COVID 19 POSTERS POSTED IN DINING AND KITCHEN AREA REMINDING 6 FEET SOCIAL DISTANCING
- ANY EMPLOYEE FEELING SICK MUST REPORT TO MANAGER IMMEDIATELY AND MUST PROVIDE A DOCTORS CLEARANCE UPON RETURNING TO WORK
- ALL HANDWASHING SINK SUPPLIED WITH HAND SOAP/ SANITIZER/ AND PAPER TOWEL WITH INSTRUCTIONS ON PROPER HANDWASHING
- SANITIZING FOOD COUNTERS/CHAIR AFTER EVERY GUEST LEAVE USING APPROVED SANITIZER RESTROOMS AND DOORS SANITIZED EVERY 15 MINUTES
- ALL EMPLOYEE USING FOOD SERVICE GLOVES AND CHANGE PERIODICALLY WITH ADEQUATE HANDWASHING
- TRAINING DONE DAILY IN SHIFT MEETING TO ENSURE FULL COMPLIANCE IS UNDERSTOOD AND IN PLACE AT ALL TIMES.
- ANY ILLNESS OR TEMPERATURE NOT IN PROPER GUIDELINES WILL BE REPORTED TO GUAM PUBLIC HEALTH AUTHORITY IMMEDIATELY.
- COVID 19 NUMBER DIAL: 311 PRESS 4

### **CUSTOMER**

- ALL CUSTOMERS MUST HAVE FACE MASK PRIOR TO ENTERING
- FACE MASK MUST BE WORN AT ALL TIMES MAY BE REMOVE ONLY TO CONSUME FOOD AND DRINK ITEMS,ONCE FINISHED MASK MUST BE PUT BACK ON
- PRIOR TO CUSTOMER ENTRY MUST HANDS SANITIZE
- EACH GUEST SEATED WITH 6FT APART EMPLOYEE DESIGNATE GUEST SEATING ARANGMENT
- EACH TABLE AND SEATS SANITIZED PRIOR TO SEATING NEXT GUEST AT ALL TIMES
- PREVENTION MEASURE POSTER POSTED AT ENTRANCE DOOR AND IN DINING AREA AS REMINDER AND PRACTICES COVID 19
- ANY GUEST ABOVE TEMPERATURE STATED WITH PUBLIC HEALTH GUIDELINES WILL BE REPORTED IMMEDIATELY.
- COVID 19 CONTACT NUMBER: DIAL 311 THEN PRESS 4